

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**ENVIRONMENTAL MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of subordinate professional employees in a specialized area of environmental activities. The employee works within general methods and procedures and exercises considerable independent judgment to select the proper course of action. The work requires thorough knowledge of the policies, procedures, and regulations of environmental health laws as they pertain to ground water, soil, wastewater, sewage, air, and health or food related facilities.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Environmental Manager-2**

**Environmental Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Environmental Manager-3**

**Environmental Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Environmental Manager-4**

**Environmental Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second line professional manager of professional positions in a complex work area, a second line manager of professional positions in a standard work area receiving executive direction, or a third line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the evaluation of environmental quality standard violations and the development of pollution control strategies to attain compliance with those standards.

Recommends to violators and department staff methods for bringing sources of pollution into compliance with applicable state and federal laws.

Reviews and/or directs the preparation of reports summarizing investigation results and recommends required abatement actions.

Coordinates compliance and enforcement efforts with other state and local agencies, including issues that may affect social and economic growth.

Directs the investigation and evaluation of industrial and municipal sources of pollution in determining existence of pollution problems.

Participates in the escalated enforcement process by assisting in the development of formal evidentiary cases against violators who fail to voluntarily comply with state and federal laws.

Directs the investigation of complaints related to environmental protection and the evaluation of pollution impacts on the community.

Directs special studies and the development of procedures.

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Evaluates the nature and extent of environmental quality standard violations and determines probable causes for same.

Oversees clean up of oil and chemical spills; assists in the evaluation and selection of remedial action.

Acts as a liaison with local units of government including local health departments and local pollution control agencies.

Gathers and assimilates technical information for the preparation of reports assessing the economic, social, and environmental impacts of proposed pollution control strategies and administrative rules.

Attends and/or conducts public hearings and meetings to discuss pollution and environmental quality issues and pending permit applications.

Directs investigations and site inspections to determine environmental quality impacts of proposed new sources of pollution, and proposed land use activities.

Provides consultation to local health departments on subdivision control and ground water quality control programs.

Provides program consultation and assistance to local health department personnel on specific environmental health programs in such areas as enforcement procedures, record keeping, and on-site evaluation of water and ventilation systems.

Makes a determination as to whether or not local health departments qualify for certification or have the capabilities of carrying out specific environmental health programs.

Reviews applications, environmental impact statements, and related correspondence on all new drilling applications in the district.

Studies and maps the general geology of the state.

Make special geological investigations as occasion demands.

Recommends measures for the prevention of pollution to lakes and streams.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee and personnel policies and procedures.

Thorough knowledge of equal employment and affirmative action policies and practices.

Thorough knowledge of contaminants relative to the impact on environmental quality in the environment.

Thorough knowledge of state and federal pollution control regulations.

Thorough knowledge of chemistry, mathematics, and biology.

Thorough knowledge of the operation and design of pollution control sources and pollution control equipment.

Thorough knowledge of the principles and practices of physical or biological sciences, sanitary science, or environmental health.

Thorough knowledge of the method and techniques of collecting and analyzing data.

Thorough knowledge of the function and authority of state and local health departments.

Thorough knowledge of inspection and regulation methods in environmental health.

Thorough knowledge of the science of geology, including physical geology, geologic mapping, mineralogy, stratigraphy, and economic geology and paleontology.

Thorough knowledge of the distribution of geologic systems in the state.

Thorough knowledge of the methods of collection, analysis, and reporting of geologic, environmental and/or natural resource fields data.

Thorough knowledge of field and laboratory research methods in determining general geologic, environmental and/or natural resource conditions.

Thorough knowledge of the preparation of materials for general and scientific use, including the use of drafting instruments in the preparation of structural maps.

Thorough knowledge of the causes and corrective measures for substance water well pollution.

Thorough knowledge of the origin, migration, and accumulation of oil and gas.

Thorough knowledge of state requirements for drilling, plugging, and brine disposal.

Thorough knowledge of environmental enforcement methods and techniques.

Thorough knowledge of natural resource conservation needs and objectives.

Thorough knowledge of land and water resources.

Ability to instruct, direct, and evaluate employees.

Ability to observe critically and evaluate findings.

Ability to take appropriate action based on investigation reports.

Ability to advise local authorities, sanitarians, representatives of industry, and others on environmental protection and/or environmental health problems.

Ability to develop plans and specifications for field surveys.

Ability to develop detailed training programs.

Ability to prepare geologic maps.

Ability to identify and classify rocks, minerals, soils, and geologic formation.

Ability to interpret complex scientific and legal documents.

Ability to deal effectively with people at all levels of industrial or municipal management.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively and to maintain favorable public relations.

**Working Conditions**

None.

**Physical Requirements**

None.

**Education**

Possession of a bachelor's degree in the physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

**Experience**

**Environmental Manager 13**

Two years of professional experience in carrying out geological and/or environmental activities to protect, develop, and maintain natural resources; in an environmental protection program, or assignments to enforce environmental health laws as an Environmental Quality Analyst P11, Geologist P11, or Environmental Sanitarian P11.

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OR

One year of experience as an Environmental Quality Analyst/Specialist 12, Geologist/Specialist 12, or Environmental Sanitarian/Specialist 12.

#### Environmental Manager 14

Three years of professional experience in carrying out geological and/or environmental activities to protect, develop and maintain natural resources, or in an environmental protection program, or assignments to enforce environmental health laws equivalent to an Environmental Quality Analyst P11, Geologist P11, or Environmental Sanitarian P11.

OR

Two years of experience as an Environmental Quality Analyst/Specialist 12, Geologist/Specialist 12, or Environmental Sanitarian/Specialist 12.

OR

One year of experience described above equivalent to a 13-level specialist or manager.

#### Environmental Manager 15

Three years of professional experience in carrying out geological and/or environmental activities to protect, develop and maintain natural resources, or in an environmental protection program, or assignments to enforce environmental health laws equivalent to an Environmental Quality Analyst/Specialist 12, Geologist/Specialist 12, or Environmental Sanitarian/Specialist 12.

OR

Two years of experience as a 13-level Environmental Quality Specialist, Geologist Specialist, or Environmental Sanitarian Specialist, or Environmental Manager.

OR

One year of experience as a 14-level Environmental Quality Specialist, Geologist Specialist, or Environmental Sanitarian Specialist, or Environmental Manager.

#### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**ENVIRONMENTAL MANAGER****PAGE No. 7****JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
ENVIROMGR	Environmental Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Environmental Manager-2	ENVRMGR2	NERE-107
Environmental Manager-3	ENVRMGR3	NERE-108
Environmental Manager-4	ENVRMGR4	NERE-109

ECP Group 3  
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